

**Vacancy Announcement**  
**ANNOUNCEMENT NO: VA-16-02**

All interested and qualified candidates

**OPEN TO:**  
**POSITION:** DCR Housekeeper/Laundrer (in the Residence of the Deputy Chief of Mission)  
**OPENING DATE:** September 22, 2016  
**CLOSING DATE:** October 06, 2016 (extended deadline)  
**WORK HOURS:** Full-time; 40 hours/week  
**SALARY:** To be determined

**ALL APPLICANTS MUST HAVE VALID PERMISSION TO WORK IN SUDAN**

The U.S. Embassy in Khartoum seeks a qualified individual for the position of Steward in the Residence of the Deputy Chief of Mission.

**MAJOR DUTIES AND RESPONSIBILITIES:**

- Carries out the DCMR Manager/Executive Chef's directives related to all routines, schedules and standards affecting the overall appearance and functioning of the residence.
- Responsible for daily cleaning and regular deep cleaning of second floor personal space including bathrooms, windows, balconies and plants.
- Assists with daily cleaning of outdoor representational space.
- Manages all laundry. Cleans, irons, steams and folds clothing and bed and bath linens. Responsible for dry cleaning and mending. Responsible for all special care items.
- Organizes and maintains all closets and dressers. Cares for shoes.
- Responsible for cleaning and laundry supplies and products.
- Responsible for maintaining paper supplies such as toilet paper, napkins, tissues and trash bags.
- Responsible for reporting repairs needed to the DCR Manager/Executive Chef.
- Staffs events. Greets guests. Maintains guestbook. Assists DCR Cook/Representational Caretaker with serving.
- Arranges flowers and assists with kitchen garden.
- Responsible for pet care as appropriate.
- Assists with packing and unpacking for travel and relocation.
- Responsible for remembering requests and preferences.
- Responsible for reporting any and all safety and security concerns.

**QUALIFICATIONS REQUIRED:**

**NOTE:** All applicants must address each selection criterion detailed below with specific and comprehensive information supporting each item.

1. **Education:** High School.
2. **Prior Work Experience:** Two years in a customer service-oriented position.
3. **Language Proficiency:** English Level II with good working knowledge of Arabic.
4. **Skills:**
  - Must be experienced in cleaning and the use of cleaning supplies and equipment.

- Must be able to do laundry.

**SELECTION PROCESS:**

- Applicants must be eligible for appointment under local government laws and regulations. Non-Sudanese residents must have a stay/work permit in order to be eligible for hiring.
- Selected candidates must pass a pre-employment medical and security clearance in order to be eligible for hire. A high degree of integrity and honesty is required. Police records will be checked.
- **Selected candidates must pass an interview and test period.**

**TO APPLY:**

**Interested individuals for this position must submit the following:**

1. Application for Employment (attached)
2. Completed applications must be received on or before the closing date. Applications received after the closing date will not be considered.
3. Applications may be submitted through:
  - E-mail: [KhartoumHRApplications@state.gov](mailto:KhartoumHRApplications@state.gov). Submission of applications via e-mail must include the "Vacancy Number" and "Position Title" on the subject line).

**OR**

- Application may be delivered to U.S Embassy, Kilo 10 Suba, Khartoum - Sudan (application box outside Consular Entrance).

**POINT OF CONTACT:**

Human Resources Office  
U.S. Embassy, Khartoum  
Telephone: 249-1-870-22000 Ext. 2613

# Application Form for employment as Domestic Helper

## PERSONAL DATA

Name (Last/First/Middle): \_\_\_\_\_

Other names used: \_\_\_\_\_ Nationality: \_\_\_\_\_

Date of Birth (Month/Day/Year): \_\_\_\_\_

Place of birth: \_\_\_\_\_

Marital Status: Single \_\_\_\_\_ Married \_\_\_\_\_ Remarried \_\_\_\_\_ Widow \_\_\_\_\_  
Divorced \_\_\_\_\_ Separated \_\_\_\_\_

Passport/National ID Number: \_\_\_\_\_

### PRESENT ADDRESS:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

TELEPHONE NUMBER: \_\_\_\_\_

### WORK HISTORY:

1. Present employer

Dates of employment  
(Month/Year)

\_\_\_\_\_  
\_\_\_\_\_

Salary per month: \_\_\_\_\_

**2. Previous employer - (Please list three recent ones. They may be contacted in order to provide information on work performance).**

NAME OF EMPLOYER

TELEPHONE NUMBER

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### KNOWLEDGE & SKILLS:

Cooking (Western European style) \_\_\_\_\_ Cleaning/Laundry \_\_\_\_\_ Shopping \_\_\_\_\_

Pet care \_\_\_\_\_ Children care \_\_\_\_\_

I certify that the information contained herein is correct to the best of my knowledge and belief.

SIGNATURE: \_\_\_\_\_

Date: \_\_\_\_\_